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Approved For Release 2001/07/28 : CIA-RDP78-04718A002700090012-2
[REDACTED], Budget and Fiscal Officer, GS-13 -- Principal Duties

1. Develop and promulgate all budgetary and fiscal policies, procedures and plans involving the current and proposed Field and Departmental operations of OPC which calls for a continual analysis of all administrative and substantive affairs of the Office.

2. Develop in conjunction with [REDACTED] assumptions for general direction and policy guidance in translating future overall plans of the Office into required annual budget estimates. 25X1A

3. Examine these estimates to ensure soundness and coherence, and, in conjunction with Chief, [REDACTED] present and defend the complete OPC budget before the Project Review Committee, CIA. Assist the CIA Budget Officer in preparation for negotiations with the Bureau of the Budget where OPC is involved. All OPC liaison with the Budget Officer, CIA is conducted through the Budget and Fiscal Officer. 25X1A

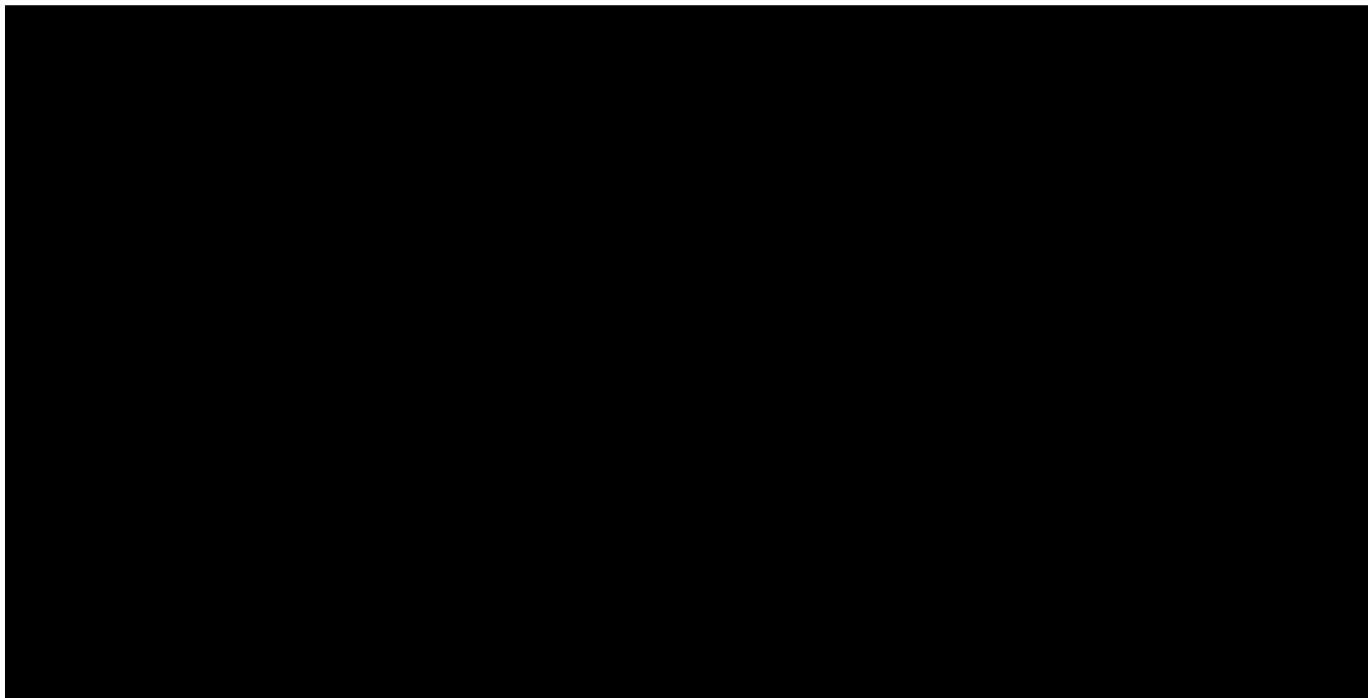
4. Coordinate, administer and recommend allocation of all funds appropriated or otherwise made available to OPC in accordance with the policies of DCI and ADPC. This constitutes a major portion of the total CIA appropriation augmented by special funds under PL 303 and funds from [REDACTED] This involves considerable high-level liaison. 25X1A2d2

5. Attend all meetings of the OPC Project Board and advise on the budgetary and fiscal structure of projects under consideration.

6. The Budget and Fiscal Officer is the permanent OPC member of the Covert Coordination Committee when OPC projects are under consideration. This Committee drafts financial plans on all subsidy and proprietary projects.

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Resume of Experience



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10 November 1950